

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS COMMUNITY SERVICES DIVISION ANIMAL CONTROL SERVICES Policies and Procedures	Page 1 of 2
TITLE: Animal Inventory Management	Date: 4/5/10 Revised:

PURPOSE: To provide guidelines to the Animal Control Services (ACS) personnel regarding expectations, responsibilities, and target length of stay for domestic animals in the care ACS.

DEFINITION: Length of stay – the number of days an animal is impounded

Owner redemption – an impounded animal identified as owned can be redeemed in accordance with Sumter County Animal Code. Section 4-11(f) excludes the first day of impound from required hold time and stipulates redemption shall occur on a day when the kennel is open to the public.

Mandatory holds – impounded animals that cannot be released due to quarantine restrictions, pending legal action, etc.

POLICY:

Inventory management is necessary to ensure the long-term viability of ACS kennel facilities without additional expansion and to ensure that adoptable animals have the best opportunity for redemption. It is the intention of the BOCC to maintain current kennel capacity well into the future. ACS is committed to achieving and maintaining length of stays for impounded animals within reasonable limits while increasing positive outcomes for the animals in care.

Some animals are mandatory holds and cannot be released for adoption or euthanasia. Adoptable puppies and kittens are maintained in the same kennel with the mother until they are weaned. Nursing mothers and puppies/kittens will not be considered in the calculation of length of stay nor will mandatory holds.

Observation of health and behavior of all animals impounded will be accomplished by ACS staff upon entry. It is the policy of ACS to observe traits and characteristics in the first 3 days of the animal's stay to determine adoption potential. Dogs/cats without positive adoption potential will be humanely euthanized when the required hold time has been met. This will ensure that adoptable animals have the opportunity to be shown to the public and/or transferred to rescues and other shelters. ACS has strong working relationships with the local SPCA, rescue organizations, and other shelters to maximize the chances of survival for adoptable animals. ACS has established an average length-of-stay threshold of 5-7 days to assure that Section 4-11(f) hold requirements are properly implemented. The ACS Kennel Coordinator is responsible for meeting the established threshold.

PROCEDURES:

1. Status of impounded animal is established upon arrival by ACO, mandatory hold or available for redemption.
2. Office or field ACO enters animal data into management information system.
3. Kennel Coordinator reviews inventory daily to determine new arrivals, animals that require adoptability assessment, and those who are slated for euthanasia. New impounds checked against the lost reports each day.
4. ACO scheduled for kennel duty scans animal for microchip and checks for tattoos, collars, tags, or other possible avenues for determining ownership.
5. If identifying information is found, it is immediately provided to office staff; staff makes every effort to locate owner and arrange for owner redemption as soon as possible.
 - ↳ Note: Owner redemption may be delayed if animal is not vaccinated for rabies. ACS cannot release an unvaccinated dog/cat/ferret to an owner or adopter. Low-cost vaccination clinics are available only on designated days.
6. Kennel and ACO Coordinators or their designees review inventory together on Mondays and Wednesdays to collaborate on euthanasia decisions for the next day.
7. Decision regarding adoptability is made by Kennel Coordinator with input from ACO Coordinator by the third day of impound.
8. Dogs with adoption potential are again scanned for a microchip and are moved to the front kennel on the third day of stay for public viewing to increase access and opportunity for redemption.
9. Staff assigned by Kennel Coordinator begins work with rescues, SPCA, and other shelters as soon as the dog/cat is deemed adoptable in an effort to transfer dog/cat as quickly as possible.
10. ACS staff enters animal disposition into the management information system no later than the next business day.
11. Kennel Coordinator calculates average length of stay for dogs/cats each month and provides information to Division Director by the 10th of the next month with corrective action plan if the average exceeds the established threshold.